

"Just For Fun" Expense Reimbursement Form

Event Name _____ Date ____/____/____

Event Planner _____

Phone (____) - _____ - _____ Email Address _____

Address _____

Return to: Jerry Platt 1416 Mediterranean Dr Punta Gorda FL 33950 (941) 347-8403

Expenses

Food \$____, ____ ____ ____ . ____ ____

Beverages \$____, ____ ____ ____ . ____ ____

Paper Goods (cups, plates, etc) \$____, ____ ____ ____ . ____ ____

Decorations \$____, ____ ____ ____ . ____ ____

Entertainment \$____, ____ ____ ____ . ____ ____

Gifts / Door Prizes \$____, ____ ____ ____ . ____ ____

Tips \$____, ____ ____ ____ . ____ ____

Rental \$____, ____ ____ ____ . ____ ____

Office Supplies \$____, ____ ____ ____ . ____ ____

Misc. Expenses \$____, ____ ____ ____ . ____ ____

Misc. Details _____

Expenses Total \$____, ____ ____ ____ . ____ ____

Please circle all reimbursable items and submit all receipts with this form. If you anticipate spending more than \$100, please check with the treasurer to make sure funds are available.

_____ Official Use _____

Date ____/____/____ Ck # _____ Payee _____ \$ _____

Authorization _____